

NOTICE

There is a job opening in the **BAY COUNTY TREASURER'S OFFICE.**

JOB TITLE: STAFF ACCOUNTANT

SALARY RANGE: \$44,657.60 per year entry, progressing to \$51,854.40 per year after 3 years (PB07)

GENERAL SUMMARY:

Will be responsible to perform general accounting functions. May prepare reports to federal, state and local governmental agencies as assigned. Will assist other staff in the Treasurer's Office as directed. Supervision is general, received from the Treasurer. Is responsible for coordination of cash management and bank reconciliations as delegated by the Treasurer.

1. Concerning general duties, the employee will:

- A. Perform general accounting functions.
- B. Analyze financial data, prepare reports and make recommendations.
- C. Assist in recording adjustments.
- D. Review and approval journal entries.
- E. Compile tax information for public view.
- F. Perform other duties assigned by Treasurer.
- G. Supervises collection and distribution of both current and delinquent taxes and maintenance of tax records. Assist in property tax settlement.
- H. Assist in property tax settlement between county, city and townships.

2. Concerning bank reconciliations, employee will:

- A. Prepare outstanding check reports.
- B. Prepare canceled check reports.
- C. Prepare adjusting journal entries.
- D. Develop various spreadsheets.
- E. Communicate with the banks and other departments regarding reconciliations.
- F. Escheat old outstanding checks.
- G. Analyze bank/financial transactions.
- H. Match cash receipts to bank deposits.
- I. Match journal entries to bank debit/credit memos.
- J. Reconcile and maintain all county bank accounts including investment accounts, demand accounts, and sweep accounts; balances accounts to general ledger.
- K. Update website with outstanding checks.
- L. Performs all other duties regarding bank reconciliations as assigned.

3. Concerning other cash management duties, employee will:

- A. Prepare various spreadsheets.
- B. Maintain a daily cash sheet for each bank account/cash account per fund.
- C. Prepare cash flow analyses.
- D. Work with, and has knowledge of, budgets and cash needs of various operating funds.
- E. Monitor and analyze cash bank accounts in order to determine the availability of funds to be invested.
- F. Monitor the daily disbursement of accounts payable in conjunction with cash flow forecasts in order to ensure minimum cash balances in all county bank accounts.
- G. Communicate with other departments on cash-management matters, if so directed by the Treasurer.
- H. Identify and advise as to the amount to invest, length of investment, type of investment vehicle, and which financial institutions to invest with if assigned by the Treasurer.
- I. Compile and analyze financial institution data for Treasurer.
- J. Upload and download files.
- K. Work with Crystal Reports.
- L. Perform all other cash-management duties if assigned by the Treasurer.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Bachelor's degree in business administration with an accounting or finance major is required. Accounting/finance experience is required. Experience in governmental/fund accounting is highly desirable. Proficient in Microsoft Office, especially Excel. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

Application Procedure: Make application online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan, 48708, no later than **4:00 p.m. Tuesday, June 9, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."